

Question/Responses Regarding ADP-RFP-05-06

As of November 16, 2005

- (1) Is this the first time that this program has been solicited? If not, when was it last solicited; how much funding was available; and, how many awards were made?

RESPONSE: Yes, this is the first solicitation of this type. The Office of Problem Gambling (OPG) was established as a component of the Department of Alcohol and Drug Programs, in response to Assembly Bill 673 (Chapter 210, August 11, 2003).

- (2) I understand from the RFA that matching funds and cost sharing are not required for this program. However, would there be any competitive advantage for an applicant who provided matching funds and/or cost sharing?

RESPONSE: You are correct in your understanding that matching funds and cost sharing are not required for this program. On that basis, the OPG will not be assigning additional points to a bidder who provides either option of financial support.

- (3) Is it still estimated that approximately \$200,000 will be available for one award in response to this solicitation?

RESPONSE: To fulfill the requirements set forth by the Legislature to develop a problem gambling prevention program, the OPG is hopeful that the selected responsive bidder will fully expend the year one contract award amount of \$200,000.

All contract funds must be expended by June 30, 2006. There will be no extension of the contract.

- (4) What is the maximum amount that may be subcontracted, assuming the subcontractor is an entity described in Attachment II, Section 19A(3)?

RESPONSE: Subcontract requirements are outlined in Attachment II, Pages 42 through 45, of the Request for Proposal Number ADP-RFP-05-06.

- (5) Has OPG considered a minimum and/or maximum number of brochures that may be ordered by each gambling venue?

RESPONSE: No. One requirement of the contract is to survey the gambling establishments as to need. If the need is greater than the number of print items produced under the contract, OPG reserves the right to reproduce and distribute materials developed under the contract at future dates.

- (6) May we assume the California State Lottery is to be excluded from all surveys and distribution of materials?

RESPONSE: The selected contractor will not be expected to survey state lottery outlets or to distribute problem gambling materials to the outlets.

- (7) Will survey instruments also require clearance? If so, how long will it take?

RESPONSE: The survey instrument will be reviewed by the Deputy Director of the OPG. Approvals will normally take no more than 10 working days.

- (8) What is the minimum quantity of the print materials in the four languages required of the Contractor?

RESPONSE: A minimum has not been established. However, OPG will select the contractor deemed to be the most appropriate to the needs of OPG.

- (9) How many gambling venues must be surveyed? Which venues are they?

RESPONSE: There are between 50 and 60 tribal casinos (listed at <http://www.caltba.org/whoweare-1b.html> and at <http://www.cniga.com/members/tribes.php> approximately 100 card rooms (listed at <http://www.cgcc.ca.gov/cardrooms/CardRoomData.htm>) and seven horse racing tracks (listed at <http://www.chrb.ca.gov/>).

- (10) How will the prevention and treatment service needs of problem gamblers be met if this project stimulates an increase in demand for services?

RESPONSE: The products required under this contract have been mandated by the Legislature. The materials will raise awareness of problem gambling, the signs and symptoms indicating that a problem may exist, and the materials will include information on resources currently available to problem gamblers and close friends and relatives of the problem gambler.

- (11) In Section 2.5, "Line Item Budget Instructions" (Page 22 of the RFP), there is mention of the need to report salaries for those working on the project. About whom exactly, and under what circumstances, must salary information be revealed?

RESPONSE: Per State Contracting Manual, Section 5.35, the total cost of the project with a detailed breakdown showing how the costs were determined is required by ADP. The cost breakdown includes:

- Identification of positions
- Salary rates and salary ranges
- Percentage of time devoted to the work
- Fringe benefits
- Operating expenses
- Travel and per diem expenses
- Overhead or indirect cost
- Subcontractor with the same type of cost details
- Other costs